



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

**DRAFT EFFECTIVE JULY 1, 2003**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>STATE LIBRARY &amp; ARCHIVES ADMINISTRATOR</b>	<b>44</b>	<b>A</b>	<b>4.103</b>

Under policy direction of the Director of the Department of Cultural Affairs, manage the Nevada State Library & Archives Division (NSLA) in accordance with State and federal law, regulation, policy and standard library information science, records management, and archival practices; plan, organize and direct statewide programs, services and activities provided by the NSLA; administer State and federal funding for local libraries; direct and supervise managerial, supervisory, professional and support staff; serve on and/or coordinate the activities of numerous boards, committees, councils and associations related to library activities.

Manage the NSLA according to statute, regulation and standard library and archival practice by developing and implementing policies to provide library, archival information, records management programs and consulting services to the public and State agencies. Programs and services include, but are not limited to, reference, research, interlibrary loan, cataloging, acquisitions, U.S. Government Documents Depository, State Publications Distribution Center, U.S. Census Bureau State Data Center, State telecommunications network, Libraries for the Blind and Physically Handicapped, public library consulting and planning, literacy, and archives and records management.

Lead the planning, development, establishment and promotion of library and State archival activities, services and facilities to meet current and forecasted needs of patrons and requirements set forth in State law; administer the NSLA Master Plan, the Long Range Plan for Library Services and Construction Act (PL98-480), operating standards and master plans for public libraries, preservation and conservation plans, and emergency management and disaster plans to ensure that library services and resources are provided to all persons, public and private.

Plan, organize, direct and provide broad policy direction for the lifecycle management of Nevada's information assets, including electronic records management and storage, micrographic and imaging of information assets, and the long term preservation of electronic information resources of legal, cultural and historical importance.

Gather, analyze and publish statistics and information concerning the operation of the libraries in the State for use in the development and coordination of library and informational services; identify and direct or carry out continuing studies and analyses of library and archives problems, issues and/or innovations to provide the most current services and resources possible.

Prepare and submit to the Governor and the Legislature a biennial report on the conditions, operations, and functioning of the NSLA.

Prepare and administer the budget for the NSLA to ensure that required services and activities receive adequate funding; coordinate requests submitted by sections; make final decisions on agency priorities; write budget narratives and justifications; defend budget requests to funding authorities including the Governor and the Legislature, and approve agency expenditures.

Serve as State liaison to regional and national library planning and development organizations and participate in State boards, commissions and committees to enhance the planning, developing, coordinating and sharing

of information and library resources and facilitate the development of statewide library and information services policies; direct the disbursement of funds appropriated by any act of Congress and apportioned for statewide library purposes to ensure an orderly and legal distribution of money.

Develop and determine the organizational structure of the NSLA; select, supervise and evaluate the performance of managerial, supervisory and professional staff as required; delegate authority as appropriate to ensure the goals and objectives of the agency are met in accordance with applicable laws, regulations and policies.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Graduation from a library school accredited by the American Library Association or certification by the Academy of Certified Archivists and five years of recent administrative library or archival experience which included responsibility for budget preparation and control; supervision of professional and supervisory staff; grants management; and frequent and regular contacts with local, regional and national organizations and entities.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** current environment in which libraries, information centers and archives function.

**Working knowledge of:** library, information services and archival practices and programs; current theory, principles and practices of management, leadership and supervision; federal, State, and private grant application and management practices; current information technology trends, including information resource management, communications, networking, electronic records management, information and automation systems implementation and design, programming languages and security controls; government budgeting and accounting principles, including budget preparation and implementation; strategic planning processes, including implementing short-term and long-term planning initiatives; licensing, contracting and purchasing for the public sector. **Ability to:** select, train, supervise and coordinate the work of diverse professional, technical and support staff performing multiple functions; interact, negotiate, collaborate and maintain positive public relations with other State and federal agencies, local governments and boards, the Legislature, professionals and the general public on a continuous basis; provide advice to other libraries and information service providers, dealing with unknown situations for which there are no prescribed professional procedures; organize workflow to accomplish established objectives, administer multiple projects and allocate appropriate resources to each project and program; plan, organize and direct statewide programs, services and activities; develop and implement policies that impact information resource management and delivery, both locally and statewide; chair and direct meetings of boards, commissions and committees; manage and administer change by adjusting priorities in response to new directives and organizational, technological and environmental opportunities; ensure comprehensive emergency preparedness and disaster recovery plans are in place for all library and archives materials; draft legislative proposals; develop, analyze, justify and administer division budgets; communicate orally and in writing with diverse groups and individuals; read, write, interpret and explain legal, technical and professional documents; respond decisively and effectively to questions, comments and suggestions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** mission and goals of the Department of Cultural Affairs and the State Library & Archives Division; library, archival and information practices and programs; Institute of Museums and Library Services, Library Services and Technology Act (LSTA) that provides funds to State Library Agencies to support statewide initiatives and services; governmental agencies including federal, State and local organizations to obtain and distribute information; State and federal statutes, regulations, rules and policies related to the administration of the complex and diverse programs and funds of the NSLA; executive and legislative branch processes. **Ability to:** manage personnel in accordance with established State rules of personnel administration; provide leadership to the library, archives and information services at the local, statewide and national levels; draft legislative proposals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

4.103

ESTABLISHED:	1/1/61
REVISED:	10/25/74
REVISED:	7/1/89R
	3/13/90PC
REVISED:	7/1/91P
	3/13/90PC
REVISED:	7/1/93LG
REVISED:	12/18/00UC
REVISED:	7/1/03P
	3/22/02PC